

Appendix A

CSU STAFFING (FILLED POSITIONS) AS OF JUNE 30, 2005*

District	Clerical/Admin Support	Psychologist	Probation Officers	Probation Supv/Mgrs	CSU Director	Total
1 - Chesapeake	7	0	21	4	1	33
2 - Virginia Beach	9.5	0	30	6	1	46.5
2A - Accomack	3	0	6	1	1	11
3 - Portsmouth	6	0	16	3	1	26
4 - Norfolk	12	0	54	9	1	76
5 - Suffolk	4	0	11	2	1	18
6 - Hopewell	6	0	9	2	1	18
7 - Newport News	9	0	30	5	1	45
8 - Hampton	6	0	18	3	1	28
9 - Williamsburg	5.5	0	15	2	1	23.5
10 - Charlotte Court House	5.5	0	12.5	2	1	21
11 - Petersburg	6	0	10	3	1	20
12 - Chesterfield	6	0	19	3	0	28
13 - Richmond	10	1	33	7	0	51
14 - Henrico	7	0	19	4	1	31
15 - Fredericksburg	9	0	32	6	1	48
16 - Charlottesville	6.5	0	19	4	1	30.5
18 - Alexandria	6	0	12	3	1	22
20L - Loudoun	3	0	7	2	1	13
20W - Warrenton	1	0	4	1	1	7
21 - Martinsville	4	0	11	2	1	18
22 - Rocky Mount	6	0	15	2	1	24
23 - Salem	2	0	8	2	1	13
23A - Roanoke	3	0	13.5	2	1	19.5
24 - Lynchburg	6	0	21	3	1	31
25 - Staunton	7	0	15	2	1	25
26 - Winchester	4	0	10	2	1	17
27 - Pulaski	5	0	18.5	3	1	27.5
28 - Abingdon	4	0	9.5	1	1	15.5
29 - Pearisburg	6.5	1	13	2	1	23.5
30 - Gate City	3	0	10	1	1	15
31 - Manassas	6	1	28	7	1	43
CSU Totals (Filled)	184.5	3	550	101	30	868.5
CSU Totals (Vacancies)	13.5	1	33	3	2	52.5

*Districts 17, 17F, and 19 are not included because they are locally funded.

Note: As of June 30, 2005, the Director positions at Chesterfield and Richmond CSUs were managed by acting personnel. Part-time employee positions are denoted by a 0.5 value.

Appendix B

JCC STAFFING (FILLED POSITIONS) AS OF JUNE 30, 2005

Job Title	Beaumont	Bon Air	Culpeper	Hanover	Natural Bridge	Oak Ridge	RDC	Total
Superintendent	0	1	1	1	1	1	1	6
Assistant Superintendent	3	2	2	3	3	2	2	17
Captain	1	0	1	1	1	1	1	6
Lieutenant	6	6	4	4	5	4	4	33
Sergeant	26	25	11	24	7	5	16	114
JCO/JCO Sr.	189	142	60	66	34	28	69	588
Treatment Staff	26	17	6	15	10	6	17	97
Medical Staff	5	0	4	2	2	0	0	13
Maintenance Staff	13	0	6	9	5	0	0	33
Food Service Staff	21	0	8	15	8	0	0	52
Clerical/Administrative Staff	18	15	9	11	6	6	18	83
BSU Staff	12	14	5	10	2	2	7.5	52.5
Facility Totals (Filled)	320	222	117	161	84	55	135.5	1,094.5
Facility Totals (Vacancies)	24	29	106	50	8	5	12	234

Note: As of June 30, 2005, the Superintendent position at Beaumont JCC was managed by acting personnel. Bon Air, Oak Ridge, and RDC utilize contractual services for food service. These facilities share staff at Central Infirmary (Filled 27.5; Vacant: 6.5) and Central Maintenance (Filled: 16; Vacant:0).

Appendix C

JCC EXPENDITURES, FY 2005

	Barrett	Beaumont	Bon Air	Culpeper	Hanover	Natural Bridge	Oak Ridge	RDC	Grand Total
Personal Service	3,500,393	12,747,116	8,730,873	4,674,497	6,585,109	3,607,956	2,606,657	6,168,607	48,621,208
Contractual Services	601,182	841,570	1,142,694	524,561	939,596	143,789	258,731	542,538	4,994,661
Supplies & Materials	249,911	1,694,663	405,710	588,725	873,158	363,398	158,006	248,094	4,581,665
Continuous Charges	3,228	9,263	15,857	5,822	2,482	2,088	3,315	2,366	44,421
Equipment	137,492	387,426	216,837	272,431	227,816	53,341	54,653	176,746	1,526,742
Transfer Payments	6,967	0	0	0	13,249	0	0	766	20,982
Property and Improvements	14,259	78,042	206,951	104,117	68,922	51,066	46,185	100,736	670,278
Plant and Improvements	0	0	2,647	0	7,400	0	0	0	10,047
Grand Total	4,513,432	15,758,080	10,721,569	6,170,153	8,717,732	4,221,638	3,127,547	7,239,853	60,470,004

PER CAPITA COSTS, FY 2005

\$70,463.00	DJJ Per Capita Cost
\$17,808.00	Department of Correctional Education Per Capita Cost
\$88,271.00	Total cost to hold one juvenile for one year

Appendix D

FACILITY CLASSIFICATIONS AND GUIDELINES FOR PLACEMENT, FY 2005*

Facility	Capacity by Gender	Classification Levels	Age Range	LOS Parameters
Reception and Diagnostic Center	144 Males 22 Females	I, II, III, IV	11-20	Indeterminate: Max. = 36 months Determinate: ALL Major Offender: ALL
Barrett ¹	98 Males	I, II, III	15-18	Indeterminate: Max. = 18 months, Min. = 9 months Determinate: Max. = 12 months, Min. = 6 months Major Offender: Max. = 18 months, Min. = 9 months
Beaumont ²	322 Males	I, II, III, IV	16-20	Indeterminate: Max. = 36 months Determinate: ALL Major Offender: ALL
Bon Air ³	220 Males	I, II, III, IV	11-20	Indeterminate: Max. = 36 months Determinate: Max. = 36 months Major Offender: ALL
Culpeper ⁴	72 Females	I, II, III, IV	11-20	Indeterminate: Max. = 36 months Determinate: ALL Major Offender: ALL
Hanover	154 Males	I, II, III	11-20	Indeterminate: Max. = 36 months Determinate: ALL Major Offender: ALL
Natural Bridge	71 Males	I, II	15-20	Indeterminate: Max. = 15 months Determinate: Max. = 12 months Major Offender: Max. = 6 months; CCRC may approve longer
Oak Ridge	40 Males	I, II, III, IV	11-20	Indeterminate: Max. = 36 months Determinate: ALL Major Offender: ALL

*JCC utilization changes (officially effective on July 1, 2005) began near the end of FY 2005. As populations were adjusted to prepare for the July 1st change, facility classifications and guidelines were subsequently altered. Data reflected in the table above represent how the facilities operated during the majority of the year and changes are noted below:

¹Barrett JCC was mothballed and all juveniles were moved to other DJJ facilities

²Beaumont JCC's age range was changed to 17-20 years old

³Bon Air JCC's capacity changed to also include females and the age range was changed to 11-18

⁴Culpeper JCC's capacity changed to include 144 males (no females) and the age range was changed to 18-20

Note: Additional changes to these guidelines may occur as facilities, such as Hanover, undergo construction and juveniles are dispersed to other facilities. All institutions, with the exception of Natural Bridge and Oak Ridge, also classify within the institution and separate ages where possible.

Appendix E

LENGTH OF STAY (LOS) GUIDELINES

SEVERITY LEVEL AND RELATED OFFENSES

LOS Level	Offense Type	Examples
1	<i>Class 1 Misdemeanors</i> and unclassified felonies carrying a maximum sentence of one year	Simple Assault
2	<i>Class 4, 5, and 6 Felonies</i> and unclassified felonies carrying a maximum sentence of 10 years	Unauthorized Use Extortion
3	<i>Class 3 Felonies</i> and unclassified felonies carrying a maximum sentence of 20 years	Burglary Grand Larceny Malicious Wounding
4	<i>Class 1 and 2 Felonies</i> and unclassified felonies carrying a maximum sentence of more than 20 years	Armed Robbery Rape Arson

CHRONICITY SCORE DETERMINATION

Offense Type	Weighted Score
All Felonies	2 points
Class 1 Misdemeanors	1 point

Note: All felonies and all Class 1 misdemeanors are counted EXCEPT the offenses that were used to determine the severity level.

INITIAL LOS STEPS AND ADJUSTMENTS TO DETERMINE FINAL LOS RANGE

Numbers refer to Current and Prior Offense Severity, respectively, according to the Severity Level table above. For example, a juvenile has an initial LOS Step of 1-3. Therefore, the LOS level for the most serious Current Offense is 1, and the LOS level for the most serious Prior Offense is 3. This juvenile will have an LOS range of 6-12 months barring any adjustments for chronic offense behavior and aggravating or mitigating circumstances.

Current and Prior Most Serious Offense Severity Level	Chronicity Score (points)	Final LOS Early - Late
1 - 1	0 - 7	3 - 6 months
	8 - 11	6 - 9 months
	12 or more	9 - 12 months
1 - 2, 1 - 3 2 - 1, 2 - 2	0 - 7	6 - 12 months
	8 - 11	9 - 15 months
	12 or more	12 - 18 months
1 - 4 2 - 3, 2 - 4 3 - 1, 3 - 2, 3 - 3	0 - 7	12 - 18 months
	8 - 11	15 - 21 months
	12 or more	18 - 24 months
3 - 4 4 - 1, 4 - 2, 4 - 3, 4 - 4	0 - 7	18 - 36 months
	8 - 11	21 - 36 months
	12 or more	24 - 36 months

Appendix F

INITIAL CLASSIFICATION CUSTODY DESIGNATION FORM

INITIAL CUSTODY DESIGNATION FORM

SECTION A										DEMOGRAPHIC DATA									
1. ASSESSMENT DATE: MM-DD-YYYY										2. COMMITMENT DATE: MM-DD-YYYY									
3. LAST NAME					4. FIRST NAME					5. MIDDLE INITIAL					6. SUFFIX				
7. BIRTH DATE: MM-DD-YYYY										8. JUVENILE #									
9. SEX: M=MALE F=FEMALE										10. COMMITTING COURT (FIPS)									
SECTION B										CLASSIFICATION SCORING									
1. SEVERITY OF CURRENT OFFENSE Most serious current offense (<i>according to the scale shown on the right, with "Person Felony with Injury" being the most serious</i>) for which the ward has been adjudicated guilty, including any detainees										250 = Person Felony with Injury 150 = Person Felony without Injury, Weapons Felony, or Circuit Court Commitment for Non-Person Felony 50 = Person Misdemeanor (with or without injury) 25 = Other Felony 10 = Non-Person Misdemeanor Offense 5 = Parole Violation or Traffic Offense									
2. PRIOR OFFENSE HISTORY Most serious prior offense (<i>according to the scale shown on the right, with "Person Felony with Injury" being the most serious</i>) for which the ward has been adjudicated guilty										100 = Person Felony with Injury 50 = Person Felony without Injury, Weapons Felony, or Circuit Court Commitment for Non-Person Offense 25 = Person Misdemeanor (with or without injury) 10 = Other Felony 5 = Non-Person Misdemeanor Offense 0 = Traffic Offense, Status Offense, or None									
3. PRIOR COMMITMENTS										25 = More than One Prior Commitment to DJJ 15 = One Prior Commitment to DJJ 0 = No Prior Commitments									
4. ASSAULTIVE BEHAVIOR DURING PRIOR COMMITMENTS TO DJJ, IN SECURE DETENTION, OR PRIOR ALTERNATIVE/SPECIAL PLACEMENTS Assaultive behavior refers to unprovoked assaults, not fights. Frequent fights may indicate a pattern of aggressive behavior. Does not include detention immediately preceding current commitment.										350 = One or More Instances of Assaultive Behavior with Injury 175 = More than One Instance of Assaultive Behavior without Injury 50 = One Instance of Assaultive Behavior without Injury, or a Pattern of Aggressive Behavior 0 = None or No Prior Commitments									
5. INSTITUTIONAL ADJUSTMENT (RDC/DETENTION) RDC Staffing Team Assessment Includes time at RDC and time in detention immediately preceding current commitment										350 = Serious Threat to Institutional Security/Safety (pattern of predatory behavior; harassing peers; physically aggressive) 175 = Moderate Threat to Institutional Security/Safety (oppositional/defiant behavior; no pattern of predatory behavior; overtly resistant to authority; mild verbal or physical aggression) 50 = Frequent Compliance Problems, Not a Threat to Institutional Security/Safety 25 = Some Compliance Problems (slow to comply with authority) 0 = Good Adjustment									
6. ESCAPE OR RUNAWAY HISTORY										350 = One or More Escapes or Attempts to Escape from Any Facility or Police Custody, With Force Against a Person 175 = One or More Escapes or Attempts to Escape from a Secure Facility or Police Custody 50 = One or More Escapes or Runaways from Non-secure Facility or Home 0 = None									
7. CUSTODY TOTAL										SUM OF ITEMS 1 thru 6									
8. ASSIGNED CUSTODY LEVEL (Form-assigned)										I = 5-50 Points II = 55-245 Points III = 250-495 Points IV = 500-1425 Points									
SECTION C										PLACEMENT CONSIDERATIONS									
1. STATURE ___ EXTRA SMALL ___ SMALL ___ MEDIUM ___ LARGE ___ EXTRA LARGE																			
2. SPECIAL MANAGEMENT CONCERNS – MARK "X" FOR ALL THAT APPLY: ___ NONE ___ PENDING CHARGES ___ INSTITUTIONAL PREDATORY OFFENSE ___ KNOWN MANAGEMENT PROBLEM ___ ESCAPE RISK ___ LOW FUNCTIONING ___ MENTAL HEALTH RISK/ DISABILITY ___ SUICIDE RISK ___ SPECIAL EDUCATION ___ GANG MEMBER ___ PHYSICAL IMPAIRMENT ___ SPECIAL MEDICAL NEEDS ___ ENEMIES – INSTITUTION ___ KNOWN ASSOCIATES – INSTITUTION ___ OTHER										3. RECOMMEND OVERRIDE OF FORM-ASSIGNED CUSTODY LEVEL ___ NO ___ YES ___ CUSTODY LEVEL (AFTER OVERRIDE) _____ ___ REASON (REQUIRED) ___ Criminal investigation ongoing ___ Pending court charges ___ Unusually violent/heinous/notorious current offense ___ Predatory/manipulative behavior resulting in the form of mental or physical abuse of others ___ Ward's behavior is significantly better than indicated by the form (reduce custody level) ___ Other _____									
4. INSTITUTION RECOMMENDED:																			
5. COUNSELOR SUPERVISOR										SIGNATURE									

REVISED DATE: FEBRUARY 12, 2001

Appendix G

RECLASSIFICATION FORM, PAGE 1

CUSTODY RECLASSIFICATION FORM – PAGE ONE

SECTION A		DEMOGRAPHIC INFORMATION	
1. ASSESSMENT DATE: MM-DD-YYYY		2. INSTITUTION	
3. LAST NAME	4. FIRST NAME	5. MIDDLE INITIAL	6. SUFFIX
7. BIRTH DATE: MM-DD-YYYY		8. JUVENILE #	
9. SEX: M=MALE F=FEMALE		10. COUNSELOR	
11. PREVIOUS IV = MAXIMUM III = HIGH CUSTODY: II = MEDIUM I = LOW		12. RECLASSIFICATION REASON: 1 = QUARTERLY REVIEW 2 = INCIDENT 3 = INSTITUTIONAL TRANSFER 4 = REVISION/CORRECTION/OTHER	
SECTION B		CUSTODY SCORING	
BEHAVIOR PRIOR TO CURRENT COMMITMENT		Points	
1. SEVERITY OF CURRENT OFFENSE Most serious current offense (<i>according to the scale shown on the right, with "Person Felony with Injury" being the most serious</i>) for which the ward has been adjudicated guilty, including any detainers.	250 = Person Felony with Injury 150 = Person Felony without Injury, Weapons Felony, or Circuit Court Commitment for Non-Person Felony 50 = Person Misdemeanor (with or without injury) 25 = Other Felony 10 = Non-Person Misdemeanor Offense 5 = Parole Violation or Traffic Offense		
2. PRIOR OFFENSE HISTORY Most serious prior offense (<i>according to the scale shown on the right, with "Person Felony with Injury" being the most serious</i>) for which the ward has been adjudicated guilty.	100 = Person Felony with Injury 50 = Person Felony without Injury, Weapons Felony, or Circuit Court Commitment for Non-Person Offense 25 = Person Misdemeanor (with or without injury) 10 = Other Felony 5 = Non-Person Misdemeanor Offense 0 = Traffic Offense, Status Offense, or None		
3. PRIOR COMMITMENTS	25 = More than One Prior Commitment to DJJ 15 = One Prior Commitment to DJJ 0 = No Prior Commitments		
4. ESCAPE OR RUNAWAY HISTORY	350 = One or More Escapes or Attempts to Escape from Any Facility or Police Custody, With Force Against a Person 175 = One or More Escapes or Attempts to Escape from a Secure Facility or Police Custody 50 = One or More Escapes or Runaways from Non-secure Facility or Home 0 = None		
INSTITUTIONAL ADJUSTMENT			
5. ASSAULTIVE/ESCAPE BEHAVIOR Only offenses for which the ward has been found guilty. A ward displays a pattern of aggressive behavior by having at least four instances of the following over a six-month period: Fighting Simple Assault (Moderate Offense) Verbal Threats/Physical Gesturing Throwing Objects Abusive Language/Obscene Gesturing	400 = One or More Instances of Assault (Major Offense) with Injury, or Escapes/Attempts to Escape During Past 90 Days 300 = One or More Instances of Assault (Major Offense) with Injury During Past Year 200 = One or More Instances of Escapes/Attempts to Escape During Past Year 150 = One or More Instances of Assault (Major Offense) without Injury, During Past 90 Days 100 = One or More Instances of Assault (Major Offense) without Injury, During Past Year, OR Displayed a Pattern of Aggressive Behavior Over Past Six Months 0 = No Instances of Escape or Assault (Major Offense), or None Within the Past Year -100 = No Instances of Escape or Assault (Major Offense) During Past 18 Months (Not To Be Used Until Ward Has Remained With DJJ for at Least 18 Months)		
6. FREQUENCY OF INSTITUTIONAL OFFENSES Only offenses for which the ward has been found guilty.	300 = More Than Two Majors, During Past 90 Days 150 = Two or Fewer Majors, During Past 90 Days 50 = More Than Ten Moderates, During Past 90 Days 0 = Ten or Fewer Moderates, During Past 90 Days -50 = No Offenses, During Past 90 Days -100 = No Institutional Offenses for Six Months or More		
7. TREATMENT PROGRAM PARTICIPATION	200 = Expelled From Program for Disruptive Behavior, During Past 90 Days 100 = No Participation (Refuses to Participate, On Suspension), During Past 90 Days 0 = Awaiting Services, During Past 90 Days -25 = Fair Participation, During Past 90 Days -50 = Good Participation, During Past 90 Days -75 = Good Participation for Six Months or More -100 = Completed All Programs		
8. EDUCATION/ WORK PROGRAM/ VOCATIONAL TRAINING PARTICIPATION	200 = Behavior is Consistently Seriously Disruptive, During Past 90 Days 100 = No Participation, During Past 90 Days 0 = Is Not In an Educational/Vocational Program -25 = Fair Participation, During Past 90 Days -50 = Good Participation, During Past 90 Days -100 = Good Participation for Six Months or More, or Successfully Completed Program		
9. CUSTODY TOTAL		SUM OF ITEMS 1 thru 8	
10. FORM-RECOMMENDED RECLASSIFICATION		I = 50 or Fewer Points II = 55-245 Points III = 250-495 Points IV = 500 or More Points	

REVISION DATE: JULY 31, 2002

RECLASSIFICATION FORM, PAGE 2

CUSTODY RECLASSIFICATION FORM - PAGE TWO

SECTION C		PLACEMENT CONSIDERATIONS																									
<p>1. STATURE</p> <p>___ EXTRA SMALL ___ SMALL ___ MEDIUM ___ LARGE ___ EXTRA LARGE</p>																											
<p>2. SPECIAL MANAGEMENT CONCERNS – MARK "X" FOR ALL THAT APPLY:</p> <table border="0"> <tr> <td>___ NONE</td> <td>___ SUICIDE RISK</td> </tr> <tr> <td>___ SERVED 75% OR MORE OF MINIMUM LOS</td> <td>___ SPECIAL EDUCATION NEEDS</td> </tr> <tr> <td>___ SERVED 75% OR MORE OF MAXIMUM LOS</td> <td>___ DRUG TRAFFICKER</td> </tr> <tr> <td>___ PAST MAXIMUM LOS</td> <td>___ GANG MEMBER</td> </tr> <tr> <td>___ PENDING CHARGES</td> <td>___ PHYSICAL IMPAIRMENT</td> </tr> <tr> <td>___ INSTITUTIONAL PREDATORY OFFENSE</td> <td>___ SPECIAL MEDICAL NEEDS</td> </tr> <tr> <td>___ KNOWN MANAGEMENT PROBLEM</td> <td>___ ENEMIES – INSTITUTION</td> </tr> <tr> <td>___ ESCAPE RISK</td> <td>___ KNOWN ASSOCIATES – INSTITUTION</td> </tr> <tr> <td>___ LOW FUNCTIONING</td> <td>___ OTHER</td> </tr> <tr> <td>___ MENTAL HEALTH RISK/DISABILITY</td> <td></td> </tr> </table>				___ NONE	___ SUICIDE RISK	___ SERVED 75% OR MORE OF MINIMUM LOS	___ SPECIAL EDUCATION NEEDS	___ SERVED 75% OR MORE OF MAXIMUM LOS	___ DRUG TRAFFICKER	___ PAST MAXIMUM LOS	___ GANG MEMBER	___ PENDING CHARGES	___ PHYSICAL IMPAIRMENT	___ INSTITUTIONAL PREDATORY OFFENSE	___ SPECIAL MEDICAL NEEDS	___ KNOWN MANAGEMENT PROBLEM	___ ENEMIES – INSTITUTION	___ ESCAPE RISK	___ KNOWN ASSOCIATES – INSTITUTION	___ LOW FUNCTIONING	___ OTHER	___ MENTAL HEALTH RISK/DISABILITY					
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___ LOW FUNCTIONING	___ OTHER																										
___ MENTAL HEALTH RISK/DISABILITY																											
<p>3. TREATMENT NEEDS – CIRCLE ALL THAT APPLY.</p> <p>M = MANDATORY R = RECOMMENDED A = ANCILLARY</p> <table border="0"> <tr> <td>M</td> <td>R</td> <td>A</td> <td>ANGER CONTROL</td> </tr> <tr> <td>M</td> <td>R</td> <td>A</td> <td>SUBSTANCE ABUSE</td> </tr> <tr> <td>M</td> <td>R</td> <td>A</td> <td>SUBSTANCE ABUSE – BARRETT THERAPEUTIC COMMUNITY</td> </tr> <tr> <td>M</td> <td>R</td> <td>A</td> <td>SEX OFFENDER – PRESCRIPTIVE</td> </tr> <tr> <td>M</td> <td>R</td> <td>A</td> <td>SEX OFFENDER – SELF-CONTAINED UNIT</td> </tr> <tr> <td></td> <td>R</td> <td>A</td> <td>INDEPENDENT LIVING SKILLS</td> </tr> </table>		M	R	A	ANGER CONTROL	M	R	A	SUBSTANCE ABUSE	M	R	A	SUBSTANCE ABUSE – BARRETT THERAPEUTIC COMMUNITY	M	R	A	SEX OFFENDER – PRESCRIPTIVE	M	R	A	SEX OFFENDER – SELF-CONTAINED UNIT		R	A	INDEPENDENT LIVING SKILLS	<p>4. RECOMMEND OVERRIDE OF FORM-ASSIGNED CUSTODY LEVEL</p> <p>___ NO</p> <p>___ YES – CUSTODY LEVEL (AFTER OVERRIDE) _____</p> <p>– REASON (REQUIRED):</p> <p>___ Criminal investigation ongoing</p> <p>___ Pending court charges</p> <p>___ Unusually violent/heinous/notorious current offense</p> <p>___ Predatory/manipulative behavior resulting in the form of mental or physical abuse of others</p> <p>___ Ward's behavior is significantly better than indicated by the form (reduce custody level)</p> <p>___ Other _____</p>	
M	R	A	ANGER CONTROL																								
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M	R	A	SEX OFFENDER – SELF-CONTAINED UNIT																								
	R	A	INDEPENDENT LIVING SKILLS																								
<p>5. INSTITUTION RECOMMENDED:</p>		<p>6. COTTAGE RECOMMENDED (if the ward is not changing institutions):</p>																									
<p>7. NEXT REVIEW DATE: MM-DD-YYYY</p>		<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>-</td> <td></td> <td></td> <td>-</td> <td></td> <td></td> <td></td> </tr> </table>															-			-							
			-			-																					
<p>8. CHAIR – Treatment Team _____</p>		<p>PRINT _____ SIGNATURE _____</p>																									

REVISION DATE: JULY 31, 2002

Appendix H

RISK ASSESSMENT INSTRUMENT

Virginia Department of Juvenile Justice Risk Assessment		
Name: _____	JTS#: _____	Assessment Date: ____/____/____
Date of Birth: ____/____/____	Officer Name: _____	
		Score
<hr style="border: none; border-top: 3px double #000;"/>		
1. Age at First Referral to CSU		
a. 14 or older.....	0	
b. 13 or younger.....	1	
2. Total Number of Adjudicated Offenses (separate incidents) in Most Recent Disposition		
a. One	0	
b. Two or more	1	
3. Total Number of Petitions for Violent Offenses (separate incidents) in Youth's Record		
a. Two or less.....	0	
b. Three or more	1	
4. Total Number of Petitions for Drug or Conspiracy Offenses (separate incidents) in Youth's Record		
a. None	0	
b. One	1	
c. Two or more	2	
5. Types of Petitions for Property Offense (separate incidents) in Youth's Record		
___ Burglary ___ Larceny (includes auto theft) ___ Fraud ___ Arson ___ Trespass/Vandalism		
a. None	0	
b. One type	1	
c. Two types	2	
d. Three types	3	
6. Substance Abuse		
a. None or Experimentation Only/No Problem	0	
b. Problematic use of alcohol and/or other drugs	1	
7. School Status		
a. Attending regularly or attending but truancy problems	0	
b. Dropped out/Expelled.....	2	
8. Peer Group		
a. No negative associations or youth is a loner.....	-2	
b. Some delinquent peers.....	0	
c. Mostly delinquent peers.....	2	
9. History of Runaways/Escape		
a. No	0	
b. Yes.....	2	
10. Youth a Victim of Child Abuse/Neglect		
a. No	0	
b. Yes, referred DSS for alleged or founded CA/N complaint	2	
11. Family Functioning		
a. No problem	-1	
b. Some disorganization	0	
c. Major disorganization	2	
12. Family Member (Parent/Sibling) on Probation or Incarcerated in Past Three Years		
a. No	0	
b. Yes, Parent Figure OR Sibling	1	
c. Yes, Parent Figure AND Sibling	2	
<div style="display: flex; justify-content: space-between;"> <div> Risk Level: _____ Low (-3 to 1) _____ Moderate (2 to 7) _____ High (8 to 21) </div> <div style="text-align: right;"> TOTAL RISK SCORE _____ </div> </div>		

Risk Assessment Instructions

RISK INSTRUMENT DEFINITIONS

1. **Age at First Referral to CSU** - Determine the youth's age at the time he/she was first referred to the CSU for a delinquent or status offense. Do not include referrals for dependency or custody. The outcome (e.g., diverted, petitioned) of the first referral does not matter.
2. **Number of Adjudicated Offenses Disposed of at Current Disposition** - This is a count of the number of ADJUDICATED OFFENSES that were/are to be disposed of at the current dispositional hearing. Do not include any offenses/charges that were not adjudicated. In counting adjudicated offenses, count only those that represented separate incidents. If a youth was adjudicated for two burglaries that occurred on two different nights that is two adjudications. However, if a youth was involved in a robbery and got charged/adjudicated for multiple counts of lesser included offenses (e.g., robbery, assault, theft) that should be counted as one offense, not three.
3. **Total Petitions for Violent Offenses** - This is a count of all PETITIONS for violent offenses in the youth's record. Be sure to count any and all petitions for violent offenses that occurred up to the date of the current disposition (even if they have not yet been adjudicated or disposed of). The petitions must reflect separate incidents, not multiple charges arising from the same incident. Violent offenses include all offenses against persons that are assaultive in nature including felony and misdemeanor assaults, kidnapping, murder, armed robbery, and robbery, carjacking, sexual assaults, etc.
4. **Total Petitions for Drug or Conspiracy Offenses** - This is a count of all PETITIONS in the youth's record for drug charges (sales, possession with intent to sell, use, possession) or for conspiracy charges. Count only those petitions arising from separate incidents, not multiple charges arising from the same incident. If a youth gets arrested for drug sales and gets three separate petitions alleging sales and possession, that is one incident (not two) and should be counted as one petition. Be sure to count any and all drug or conspiracy petitions that occurred up to the date of the current disposition.
5. **Types of Petitions for Property Offenses** - This is a count of the number of different TYPES of property offense petitions. It is not a count of the total number of petitions for property offenses. There are a total of five different types of property offenses that are considered: burglary; larceny; fraud; arson; and trespass/vandalism. Check the youth's entire record to determine how many of these different types the youth has been petitioned for. As above, only count petitions arising from separate incidents. If a youth committed one burglary during which he stole something, and was petitioned for burglary and theft, that's one petition. In such cases, count the most serious type. Be sure to count any and all property offense petitions that occurred up to the current disposition.
6. **Substance Abuse** - Indicate the degree to which drug/alcohol involvement has affected youth's normal functioning in the two years prior to the current disposition. Consider both frequency (e.g., "occasional", "frequent") and effect of use ("some" or "serious disruption/interference").
No Problem/experimentation: no use or occasional use that does not result in disruption of functioning. Uses less than once per month; OR more frequent use but relationships with parents not strained over use or involvement with using peers; AND no school problems associated with use; AND no arrests for D/A related offenses (within past two years).
Problematic: use of substances is associated with some or major disruption of functioning. Family relationships may have become strained over use; OR strong ties to D/A involved peers; OR deterioration in school performance believed to be drug/alcohol related; OR one or more school disciplinary actions related to substance abuse; OR one or more substance abuse-related arrests (past two years); OR any referral in past two years for out-patient or in-patient treatment for D/A abuse; OR admitted or diagnosed dependency.
7. **School Status** - Indicate whether the youth is enrolled and attending school, or has been expelled or has dropped out. If the youth has truancy problems, but is still going to school, he/she should be given a score of "0". However, if the youth has been truant for more than half the days in the last 9 months of school, consider them to have "dropped out" (and score "2").
8. **Peer relationships** - Use the definitions below to guide the scoring of this item.
No negative associations or youth is a loner: friends not known to be delinquent or to have influenced youth's involvement in delinquent behavior- no more than one referral involving co-defendants; OR youth has no/few friends; engages in solitary pursuits and/or spends most time with much younger children.
Some delinquent peers: some companions involved in delinquent behavior. Has had co-defendants in 2-3 arrests and/or some friends have been referred to juvenile court.
Mostly delinquent peers: primary peer group has a strong delinquent orientation and/or most friends have been referred to juvenile court, and/or four or more arrests involving codefendants; and or youth is a gang or posse member or affiliate.
9. **History of Runaways/Escapes** - Indicate whether the youth has a history of multiple runaways from home (defined as being gone for 24 hours or more) OR had ever runaway or escaped from a placement facility (secure or non-secure). The time frame for this question is "ever".
10. **Referred to DSS** - Indicate whether the youth was ever referred to DSS as a victim of child abuse of neglect. It does not matter if the allegation was founded/substantiated or not.
11. **Family Functioning Characteristics** - Use the definitions below to determine the extent of family disorganization.
No Problem: family functioning was basically stable and supportive. Physical and emotional needs of youth were being met. Parental discipline and control were generally effective.
Some Disorganization: family problems interfered with youth functioning (or youth problems interfered with family functioning). Parent-parent or parent-child conflict occurred frequently and at times was disruptive, OR parental discipline and control were often ineffective or inconsistent, OR there was residential instability or financial problems, or there had been; recent disruptive event such as divorce, remarriage or a death in the family.
Major Disorganization: problems severely inhibited the youth's ability to function. Youth's physical or emotional needs were not being met, OR parent rejecting of, or refused responsibility for youth, OR chronic, serious parental problems (financial, mental health, illness, criminality), OR parent-parent or parent-child conflict occurred consistently and created turmoil, OR repeated instances of family violence, OR parental discipline and control were almost non-existent, OR parents contributed to youth's delinquency.
12. **Family Criminality** - Indicate whether a parent figure or sibling (or both) was on probation/parole or incarcerated during the three years prior to the current disposition. Incarcerated means sentenced to incarceration (do not include pre-trial jail or detention.) If a parent OR a sibling had been on probation or incarcerated, score "1". If BOTH had been, score "2". Parent figure includes natural parents, step-parents and live-in boyfriends/girlfriends. Do not include aunts, uncles, or other relatives unless they are caretakers/parent figures.

Appendix I

MISCELLANEOUS/OTHER OFFENSES

The following offense categories were grouped into the combined category of Miscellaneous/Other in the offense category distribution tables in this report. They were selected to be collapsed into this category due to their low incidence.

Abortion	Fire Prevention Code	Prisoners
Accomplice	Fire Protection/Safety	Professions and Occupations
Agriculture, Horticulture & Food	Gambling	Psychiatric Inpatient Treatment (minors)
Aircraft/Aviation	Game, Fish, Wildlife	Riot and Unlawful Assembly
Animals	Health	School - Student's Behavior
Arrests (for use by Police & Magistrates)	Judicial Reviews	School Attendance
Barratry	Juvenile & Domestic Court - Other	Solicitation
Boating	Lottery	Tax Laws
Bribery	Marriage Law	Terrorism
Computer Crime	Mental Health	Trade and Commerce
Conservation	Military & Emergency	Traffic - Perjury
Conspiracy	Miscellaneous Crime	Treason
Dangerous Conduct	Money Laundering	Venue
Dog/Cat Offenses	Ordinance, City or County	Violent Activities
Drugs/Cosmetics Misbranded	Paraphernalia, Controlled	Waters, Ports and Harbors
Election/Voting Offenses	Paternity	Wire Communications
Erosion Control	Peace, Conservator of the	
Federal Offense	Perjury	

Appendix J

CODE OF VIRGINIA: CITATIONS PERTAINING TO DJJ

Title 66	Creation of the Department of Juvenile Justice Creates the Department of Juvenile Justice and provides the authority to establish and operate juvenile correctional centers.
§16.1-222	Established powers of Director (Virginia Juvenile Justice Information System) Establishes a separate information system for collecting and maintaining information on juveniles who have had contact with the juvenile justice system.
§16.1-228	General definitions pertaining to Virginia family and juvenile laws Provides the definitions for terms and concepts unique to the jurisdiction of the juvenile court.
§16.1-241	Jurisdiction of the Juvenile and Domestic Relations Court Describes the physical jurisdiction for the Juvenile and Domestic Relations (J&DR) Court and the types of cases, matters, and proceedings for which the court has exclusive jurisdiction.
§ 16.1-246	When and how child may be taken into immediate custody Explains when and how a child may be taken into immediate custody and outlines the acceptable offense classifications and scenarios.
§ 16.1-247	Duties of person taking child into custody Dictates the duties of an official taking a child into custody. It provides specific release options, mandates for parties to notify, and time-frames for judicial review. It differentiates between instances when the court is open and the court is closed. This statute also indicates how long a juvenile that is not being transferred to a facility or institution may be held in custody and where that juvenile may be held.

CODE OF VIRGINIA: CITATIONS PERTAINING TO DJJ (CONT.)

- § 16.1-248.1 **Criteria for detention or shelter care**
Specifies the criteria for placement in secure detention and shelter care, outlining the acceptable offense classifications and scenarios.
- § 16.1-250 **Procedures for detention hearing**
Presents the guidelines followed when a juvenile appears before a judge for a pending charge. This section includes information on the following: how quickly a juvenile must appear before the judge if taken into custody, the manner in which the court appearance occurs (personal appearance or two-way electronic video and audio communication), the juvenile's rights before the court, and evidentiary rules for the hearing.
- § 16.1-260 **Intake; petition; investigation**
Explains the process for filing petitions for matters falling under the jurisdiction of the J&DR court. It also establishes the modes of communication deemed acceptable to process a petition, defines when an intake officer may use his or her discretion to proceed informally without filing a petition, dictates when a petition must be filed, and includes language about appealing an intake officer's decision.
- § 16.1-269.1 **Trial in Circuit Court; preliminary hearing; direct indictment; remand**
Relates the procedures used to transfer or certify for trial in Circuit Court any cases deemed more appropriate for Circuit Court (for juveniles age 14 or older). The criteria used to determine such appropriateness are also described.
- § 16.1-270 **Waiver of jurisdiction of juvenile court in certain cases**
Establishes criteria used for juveniles 14 years of age or older to have a case transferred to the appropriate circuit court.
- § 16.1-272 **Power of Circuit Court over juvenile offender**
Describes the authority of the Circuit Court over juveniles who have been tried or convicted as adults. This section details the various sentencing options available to the court, including imposition of an adult sentence, use of a juvenile disposition, or a "blended sentencing," which combines both an adult sentence and a juvenile disposition.
- § 16.1-278.4 **Children in need of services (CHINS)**
Identifies the dispositional options for the supervision, care, and rehabilitation of a child found to be in need of services. It also specifies which public agencies are to be involved in such dispositional options.
- § 16.1-278.5 **Children in need of supervision (CHINSup)**
Identifies the dispositional options for the supervision, care, and rehabilitation of a child found to be in need of supervision. It also specifies which public agencies are to be involved in such dispositional options.
- § 16.1-278.7 **Commitment to the Department of Juvenile Justice**
Specifies the conditions under which a juvenile may be committed to the custody of DJJ. This section also mentions transfers of custody to the Virginia Department of Corrections.
- § 16.1-278.8 **Delinquent juveniles**
Describes the dispositional options available to the J&DR or Circuit Courts if a juvenile is found to be delinquent (including conditions for commitment of a juvenile to DJJ).
- § 16.1-284.1 **Placement in secure local facility (Post-dispositional)**
Addresses the criteria (age, offense history, commitment history, response to past treatment efforts, etc.) for post-dispositional placement in a secure local facility. It also defines the time-frames for mandatory judicial reviews, establishes the maximum length of a juvenile's stay, and references the DJJ's role in assisting localities.
- § 16.1-285 **Duration of commitments**
Establishes DJJ's authority to commit a juvenile for an indeterminate period as well as the time and age limits for such commitments. The section also specifies that the Department has the authority to discharge juveniles from its custody.
- § 16.1-285.1 **Commitment of serious offenders**
Specifies conditions considered by the court when making a decision to determinately commit a juvenile to DJJ. The court specifies the period of commitment.
- § 16.1-292 **Violation of court order by any person**
Provides the dispositional alternatives available to the court in contempt of court cases. It specifically spells out dispositions that can be utilized for juveniles found to have willfully and materially violated a court order.
- § 16.1-293 **Supervision of juveniles during commitment and on parole; placing juveniles in halfway houses**
Describes the contact and supervision activities of the CSU while a juvenile is committed to DJJ or is on parole supervision after release from commitment. This section also provides information on CSU actions while a juvenile is placed in a halfway house.
- § 16.1-309.2 **Purpose and intent (Virginia Juvenile Community Crime Control Act-VJCCCA)**
Identifies the purpose and general goals for the VJCCCA, including assistance to local communities for service planning and delivery.

Appendix K

DETENTION ASSESSMENT INSTRUMENT, PAGE 1

VIRGINIA DEPARTMENT OF JUVENILE JUSTICE DETENTION ASSESSMENT INSTRUMENT

Juvenile Name: _____ DOB: ____/____/____ Juvenile #: _____ ICN# _____
 Intake Date: ____/____/____ Time: ____:____ ☐ AM ☐ PM Worker Name: _____ CSU #: _____
 Completed as Part of Detention Decision: ☐ Completed as Follow-Up (On-Call Intake): ☐

Score

1. **Most Serious Alleged Offense (see reverse for examples of offenses in each category)**
 - Category A: Felonies against persons.15
 - Category B: Felony weapons and felony narcotics distribution.12
 - Category C: Other felonies.7
 - Category D: Class 1 misdemeanors against persons.5
 - Category E: Other Class 1 misdemeanors.3
 - Category F: Violations of probation/parole2
2. **Additional Charges in this Referral**
 - Two or more additional current felony offenses.....3
 - One additional current felony offense2
 - One or more additional misdemeanor **OR** violation of probation/parole offenses.....1
 - One or more status offenses **OR** No additional current offenses0
3. **Prior Adjudications of Guilt (includes continued adjudications with "evidence sufficient to finding of guilt")**
 - Two or more prior adjudications of guilt for felony offenses.....6
 - One prior adjudication of guilt for a felony offense4
 - Two or more prior adjudications of guilt for misdemeanor offenses3
 - Two or more prior adjudications of guilt for probation/parole violations2
 - One prior adjudication of guilt for any misdemeanor or status offense1
 - No prior adjudications of guilt0
4. **Petitions Pending Adjudication or Disposition (exclude deferred adjudications)**
 - One or more pending petitions/dispositions for a felony offense8
 - Two or more pending petitions/dispositions for other offenses5
 - One pending petition/disposition for an other offense2
 - No pending petitions/dispositions0
5. **Supervision Status**
 - Parole4
 - Probation based on a Felony or Class 1 misdemeanor3
 - Probation based on other offenses **OR** CHINSup **OR** Deferred disposition with conditions2
 - Informal Supervision **OR** Intake Diversion1
 - None0
6. **History of Failure to Appear (within past 12 months)**
 - Two or more petitions/warrants/detention orders for FTA in past 12 months3
 - One petition/warrant/detention order for FTA in past 12 months1
 - No petition/warrant/detention order for FTA in past 12 months0
7. **History of Escape/ Runaways (within past 12 months)**
 - One or more escapes from secure confinement or custody4
 - One or more instances of absconding from non-secure, court-ordered placements3
 - One or more runaways from home1
 - No escapes or runaways w/in past 12 months0
8. **TOTAL SCORE**

Indicated Decision: ____ 0 - 9 Release ____ 10 - 14 Detention Alternative ____ 15+ Secure Detention

Mandatory Overrides: ☐ 1. Use of firearm in current offense
 (must be detained) ☐ 2. Escapee from a secure placement
☐ 3. Local court policy (indicate applicable policy) _____

Discretionary Override: ☐ 1. Aggravating factors (override to more restrictive placement than indicated by guidelines)
☐ 2. Mitigating factors (override to less restrictive placement than indicated by guidelines)
☐ 3. Approved local graduated sanction for probation/parole violation

Actual Decision / Recommendation: ____ Release ____ Alternative ____ Secure Detention

DETENTION ASSESSMENT INSTRUMENT, PAGE 2

Offense Categories and Included Offenses

Category A: Felonies Against Persons

Abduction
Aggravated assault
Aggravated sexual battery
Arson of an occupied dwelling
Assault, law enforcement officer
Burglary of an occupied dwelling
Carjacking
Forcible sodomy
Larceny > \$5 from a person
Malicious wounding
Murder
Manslaughter
Inanimate object sexual penetration
Rape
Reckless driving/disregard police with
bodily injury
Robbery
Take indecent liberties with a child

Category B: Felony Weapons & Felony Narcotics

Distribute Schedule I or II
Distribute Schedule I, II, IV or
marijuana on school property
Possess Schedule I or II with intent
to sell
Possess Schedule I or II
Sell Schedule I or II or > 1 oz. Marijuana
to a minor 3 years junior
Brandish/point a firearm on school property or
within 1000 ft.
Discharge firearm from motor vehicle
Discharge firearm in/at an occupied building
Possess a sawed-off shotgun

Receive a stolen firearm

Category C: Other Felonies

Arson of an unoccupied dwelling
Auto theft
Burglary/Breaking and entering/
Possess burglary tools
Escape from a correctional facility
(not detention)
Escape from secure juvenile detention
by force/violence
Extortion
Failure to appear in court for a felony
Fraud/bad checks/credit card > \$200
Grand larceny/Larceny > \$200
Larceny of a firearm
Receive stolen goods > \$200
Shoplift > \$200
Unauthorized use of an automobile
Vandalism > \$1000 damage

Category D: Misdemeanors Against Persons

Assault, simple
Sexual battery

Category E: Other Misdemeanors

Brandish/point a firearm
Carry concealed weapon
Disorderly conduct
Escape from secure juvenile detention
without force/violence
Fraud/bad checks/credit card < \$200
Failure to appear for a misdemeanor
Larceny < \$200
Receive stolen goods < \$200

Common Aggravating / Mitigating Factors (Known at the time of Intake)

Aggravating

History of 2+ violent/assaultive offenses
Parent unwilling to provide appropriate supervision
Parent unable to provide appropriate supervision
Juvenile has significant mental health problem/
mental retardation
Juvenile has significant substance abuse problem
Juvenile does not regularly attend school/work
Juvenile has violated conditions of a detention alternative
Juvenile is charged with a new (detainable) offense
while in a detention alternative
Juvenile is an explicit threat to flee if released
Juvenile is currently an absconder from a non-secure placement
Other Aggravating factor
Detention alternative not available

Mitigating

Juvenile marginally involved in the offense
Parent able/willing to provide appropriate
supervision
Juvenile has significant mental health problem/
mental retardation
Juvenile has significant substance abuse problem
Juvenile regularly attends school/work
Offense less serious than indicated by charge
Juvenile has no/minor prior record

